



GOVERNMENT OF THE DISTRICT OF COLUMBIA
COUNCIL OF THE DISTRICT OF COLUMBIA

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-23-135	POSITION TITLE: Deputy Committee Director
OPENING DATE: 09/07/2023	CLOSING DATE: Open until filled
SALARY RANGE: \$90,000 - \$110,000 <i>Dependent on candidate experience.</i>	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Councilmember Brooke Pinto - Ward 2 Committee on Judiciary and Public Safety
TYPE OF APPOINTMENT: Full-Time Excepted Service	DURATION OF APPOINTMENT: At-Will
AREA OF CONSIDERATION: Open to the Public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

This position is **NOT** in a collective bargaining unit.

POSITION OVERVIEW:

Councilmember Brooke Pinto is seeking to hire a Deputy Committee Director to serve as staff for the Committee on the Judiciary and Public Safety with the Council of the District of Columbia. The Committee has oversight of the following Executive agencies: Metropolitan Police Department, Office of the Attorney General, Office of Neighborhood Safety and Engagement, Department of Corrections, Deputy Mayor for Public Safety and Justice, Homeland Security and Emergency Management Agency, Department of Forensic Sciences, Fire and Emergency Medical Services Department, Office of the Chief Medical Examiner, Office of Unified Communications, and the Office of Victim Services and Grants, among others.

The Deputy Committee Director is responsible for preparing the Committee Chair in the conduct of hearings on proposed legislation and oversight matters, assisting the Committee Director in management of the Committee legislative docket, schedule, and staff, and. Responsibilities for this position include drafting, monitoring, and analyzing legislation; preparing legislative or legal memoranda on the interpretation of legislation; reviewing proposed contracts and reprogramming; responding to constituent requests; exercising oversight over

executive agencies and boards; and managing the annual performance and budget process for agencies within portfolio.

POSITION ATTRIBUTES:

The incumbent is expected to:

- Serve as the resident legislative and legal expert on the legislative history of programs, functions, and activities of the departments, agencies, and offices assigned to the staff member.
- Assist the Committee Director in management of Committee operations, including advancing the Committee and Chair's legislative and policy priorities, adherence with legislative, regulatory, and parliamentary rules and procedures, and mentoring and oversight of Committee staff.
- Write legislative text, amendments, committee reports, hearing questions, opening statements, correspondence, and presentation and discussion points for legislative and Committee meetings.
- Consult with Executive Branch officials, other Council offices, citizen and business stakeholders, and advocacy groups on proposed or pending legislation and Committee operations.
- Analyze and review proposed operating and capital budgets and other financial information associated with the assigned departments, agencies, offices, or programs.
- Serve as a representative of the Committee and Chair at community meetings and events, as well as regularly responding to oral and written inquiries from the general public, business leaders, advocacy groups on pending legislation and the Committee's work.

INCUMBENT ATTRIBUTES:

- J.D. required. Applicants must be an active member in good standing of the bar of the District of Columbia or eligible to waive into the District of Columbia Bar.
- The successful candidate will have at least one (1) year experience managing staff and possess substantive policy or legal experience in one or more of the following areas: criminal and restorative justice; public safety; rehabilitation; violence interruption and intervention; youth justice; emergency response services; forensic science; or enforcement of the District's laws and regulations.
- Must be a resident of the District of Columbia at the time of appointment or obtain residency within 180 days of appointment.

Skills and Competencies required:

- Adaptability – Demonstrates the ability to adapt quickly to changing conditions or performance expectations. Maintains productivity while performing multiple assignments. Effectively evaluates and uses new ideas to enhance results.
- Accountability – Accepts accountability for achieving results and takes responsibility for outcomes. Identifies ways to enhance individual and group performance in order to make greater contributions to the Council. Take a proactive approach, anticipating and addressing issues before they arise. Meets assigned deadlines.

- Communications – Communicates with individuals and groups effectively and professionally (verbally and in writing). Makes clear and convincing oral presentations. Listens effectively and clarifies information as needed. Writes in a clear, concise, organized, and convincing manner for the intended audience.
- Judgment – Analyzes information and makes correct inferences or draws accurate conclusions. Considers possible implications and alternatives when making decisions and considers other perspectives before making a decision.
- Leadership – Has experience and comfort leading a team, both in terms of successfully balancing and advancing team priorities and managing and mentoring a team of 4-5 staff.
- Organizing Work – Approaches work in a methodical manner. Keeps track of details to ensure work is performed accurately and completed on time. Allocates time and resources effectively and coordinates efforts with all affected parties.
- Research – Uses the appropriate assumptions, methods, and analytical approaches to obtain requested information. Demonstrates the ability to analyze collected information and provide recommendations on how the information should be used, shared, and documented.

PERFORMANCE ENVIRONMENT:

This position requires work in a high paced, team environment that is also sometimes stressful with minimal supervision. All work is typically performed in an office setting, although the position will include an opportunity for remote work. Performance expectations will be developed with the Chief of Staff, Committee Director, and Chair. Occasional evening and weekend availability is required.

HOW TO APPLY:

Qualified candidates should submit a cover letter and resume to Chief of Staff Genevieve Hulick ghulick@dccouncil.gov.

DOMICILE REQUIREMENT: An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

SALARY AND BENEFITS:

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EEO Statement: The District of Columbia government is an equal opportunity employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL'S HUMAN RESOURCES DIVISION